

Office of Public Health Preparedness and Response (OPHPR)
Mass Fatality Emergency Planner
This is a Non Civil Service position

Purpose: The Mass Fatality Planner will be responsible for working with Baltimore City Health Department Office of Public Health Preparedness and Response (OPHPR), other health department staff, City agencies, and other stakeholders to carry out mass fatality emergency planning initiatives that will include coordinating stakeholders to reach agreements, developing operational plans, and training and exercise activities.

Job Duties:

- Conduct planning work to accomplish mass fatality preparedness objectives of Baltimore City to improve response capabilities that involve a surge in demand from an acute disaster event or pandemic.
- Coordinate planning meetings with health department, City agency representatives, Medical Examiner, funeral home representatives, hospitals and other partners to develop plans.
- Develop agreements between response partners as needed to clarify roles and strengthen planning.
- Assist with training of City personnel and other response stakeholders to orient them to plan initiatives and their roles in response.
- Advise City personnel and other response stakeholders on mass fatality preparedness issues.
- Develop and update communications plans and response protocols for stakeholders involved with mass fatality incidents.
- Organize and carry out related emergency response training activities.
- Carry out improvements to related components of emergency plans based on objectives from After Action Reports (AARs).
- Respond to emergency events and fulfill a role within chain of command in the Health Department's Incident Command System (ICS) team.
- Participate in other emergency training as requested.
- Carry out other duties as assigned.

Education: A bachelor's degree in emergency management, forensic science, public health or other related field is preferred. Candidates with equivalent experience in emergency management, forensic science or public health may also be considered.

Experience: Previous emergency planning work experience related to public health and/or forensic science and/or morgue operations.

Job Required Knowledge, Skills, Abilities:

- Knowledge of emergency planning and management and/or knowledge of forensic science and/or morgue operations.
- Demonstrated ability to work independently to complete tasks.
- Demonstrated ability to coordinate with a team for joint projects.
- Demonstrated experience with managing multiple ongoing projects while successfully completing work assignments.
- Excellent written and oral communication skills.
- Skills with Microsoft Office products (including Word, Excel, and PowerPoint).
- Demonstrated excellence in record keeping and work accountability practices. (Note that references will be checked to ensure a strong track record of accountability for work performance).

Employee must possess a valid driver's license and be able to provide own transportation to off-site meetings, to training sessions and for response.

Salary: \$35,000-\$45,000 annual salary (based on education and experience)

Please submit resume with cover letter and writing sample by November 24, 2010 to:

Meghan Butasek, Director, OPHPR
Baltimore City Health Department, 1001 E.Fayette St., Baltimore, MD 21202
-or-

Meghan.Butasek@baltimorecity.gov

Baltimore City is an equal opportunity employer.